



## **PUBLIC PRIVACY POLICY**

### **1. Introduction**

This Privacy Public Policy outlines the procedures by which Simpco Resources Group gathers, utilizes, and unveils private and personal data within the scope of its commercial operations. Simpco Resources Group is committed to safeguarding sensitive and confidential information, employing measures to ensure its protection and security. This involves retaining solely essential information for the requisite duration and maintaining secure storage practices. It is important to note that this policy will undergo periodic revisions as circumstances necessitate.

### **2. Scope**

This policy will outline what information is collected, where it is stored, in what state (encrypted or not), why it is collected, who can access it, how long it is kept, and how it is disposed of.

### **3. Objective**

The objective of this policy is to ensure that the security and confidentiality of information in its possession is safeguarded for the peace of mind of our employees, clients, and customers.

### **4. Procedures**

What information is collected and why: to be able to get in touch with anyone interested in our services.

Contact information:

- Name
- Telephone number
- Email address.
- Subject and message.

Network Log files

- keeps track of IP addresses on both sides of an Internet connection.

How information is protected while it is in our possession and how it is disposed of.

A. Least privilege.

- only staff with a need to access this information are authenticated and authorized.

B. Encrypted.

- information is encrypted at rest and in transit.

C. Security.

- information is kept on secure servers in a secure location.

D. Backup.

- information is backed on a scheduled basis so that it is not lost.

E. Disposal.

- kept for only as long as necessary and deleted securely.